



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Fleet Policies and Procedures

MEETING DATE: February 5, 1997

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution and authorize any other associated actions necessary to adopt the Fleet Policies and Procedures.

BACKGROUND INFORMATION: In November 1995, the City Manager gave the Public Works Department the responsibility of coordinating an effort to put together a comprehensive fleet policies and procedures manual for the City of Lodi. A committee was formed, including representatives from all departments, to systematically do two things: 1) find, review, and assimilate existing City of Lodi policies, practices, and understandings related to fleet management; and 2) create new policies and procedures.

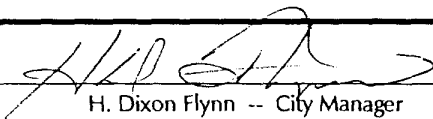
On January 16, 1996, the newly formed Fleet Policies and Procedures Committee met with the Council at a Shirtsleeve Session to outline the direction of the Committee, confirm the types of items to be included, and to discuss replacement criteria and procedures. It was agreed that the document should cover areas, such as:

- Purchasing of City vehicles
- Replacement criteria and procedures
- Disposition of surplus vehicles
- Fleet sizing and maximum utilization strategies
- Use of City vehicles
- Use of personal vehicles for City business
- Vehicle appearance
- Budgeting
- Insurance

The Committee met on a weekly basis to complete the draft document and, in October 1996, circulated it to all departments and Council for review. The Committee then discussed and incorporated these comments/changes and prepared the final draft for presentation to the City Council. The final draft is scheduled to be discussed with the City Council at its Shirtsleeve Session Tuesday, February 4, 1997.

The Fleet Policies and Procedures incorporate many policies and practices the City of Lodi has been operating under with either minor or no changes, and sets forth new guidelines for purchasing, budgeting, utilization and replacement, and donated vehicles. By adoption, it will organize the City's vehicles and equipment into two fleets (Enterprise and General) and create management committees

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager


for each. Also required is the establishment of two funds for vehicle replacements (General Fleet Fund and Enterprise Fleet Fund), and establishes minimum fund balances for each of thirty percent (30%) of the original purchase cost of the fleet. It lays out the responsibilities and the calendar for City staff and the Fleet Management Committees to follow.

The Fleet Policies and Procedures Manual is a thorough and comprehensive fleet management document that should serve the City of Lodi for years to come; staff recommends it be adopted.

A related issue the City Council should address is the vehicle and equipment replacement requests submitted through the 1996/97 budget process but put on "hold" for review and approval until the Fleet Policies and Procedures were adopted. This subject will be discussed with the City Council at the February 4, 1997 Shirtsleeve Session.

Copies of the Fleet Policies and Procedures will be provided to the Council as part of the February 4, 1997 Shirtsleeve packet. A copy is also on file in the Public Works Department.

FUNDING: Cost impact to be determined.



Jack L. Ronsko  
Public Works Director

Prepared by Dennis J. Callahan, Building and Equipment Maintenance Superintendent

JLR/DJC/djc/lm

attachment

cc: City Attorney  
Management Team  
Purchasing Officer  
Fleet Policies and Procedures Committee

RESOLUTION NO. 97-16

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE FLEET POLICIES AND PROCEDURES

=====

BE IT RESOLVED, that the Lodi City Council does hereby approve the Fleet Policies and Procedures, as shown on Exhibit A, attached hereto.

Dated: February 5, 1997

-----

I hereby certify that Resolution No. 97-16 was passed and adopted by the City Council of the City of Lodi in a regular meeting held February 5, 1997 by the following vote:

AYES: Council Members -

NOES: Council Members -

ABSENT: Council Members -

ABSTAIN: Council Members -

JENNIFER M. PERRIN  
City Clerk